

ARCS PROCEDURE:	PREPARING ENVELOPES FOR INTERNATIONAL MAIL	PRO(TWPPO)-057.000
Author: S. Smith		March 30, 2000 Page 1 of 2

Preparing Envelopes for International Mail

I. Purpose:

The purpose of this procedure is to describe the steps for preparing envelopes for international mail.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. All international mail should be mailed in a manila envelope.
2. Affix address label to envelope.
 - Always include phone number with PO boxes.
3. Stamp lower left corner of envelope with "International Mail" stamp.
4. Stamp lower left corner of envelope with "Correspondence or TSPA" (Technology Software Publicly Available) stamp. Contact George (Mail room) 7-4166 for more details
 - Correspondence is material that is correspondence and has no technical information.
 - TSPA is material that is technical and can be viewed by the public. This can include, reports, disks, and video tapes.
5. Determine how the material will be sent.
 - Airmail – takes approximately 2 weeks.
 - DHL Express – takes approximately 5 days.
6. Write Airmail or DHL Express in red ink in lower left hand corner.
7. Hand carry package to the mail room by 1:30pm; shipments go out at 2:00pm.
8. Request a tracking number if shipping DHL Express.
9. Create a TWPPO International/Domestic Shipping Form.
 - See procedure PRO(TWPPO)-00x.00y.

ARCS PROCEDURE: Author: S. Smith	PREPARING ENVELOPES FOR INTERNATIONAL MAIL	PRO(TWPPO)-057.000 March 30, 2000 Page 2 of 2
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V. References:

None.

VI. Attachments:

None.